

MARICOPA COUNTY
DEPARTMENTAL QUARTERLY REPORT
Safety Office
Third Quarter Report, FY 1998-99
Risk Management, Chris Kelly

Goals	Accomplishments/Comments
1. Continue the START (Supervisors Training in Accident Reduction Techniques) Safety Training Program for County Depts.	<ul style="list-style-type: none"> Ongoing process. Classes are scheduled in the Maricopa County Quarterly Training Catalog for the fiscal year. Next session begins June 1999.
2. Initiate the second phase of "Safety Culture" change for MCDOT and Flood Control	<ul style="list-style-type: none"> Using the "Target Zero" program from Coastal, Inc. Training will begin FCD supervisors in April 99.
3. Implement the National Safety Councils "Supervisor Development Program" for MCDOT and Flood Control.	<ul style="list-style-type: none"> 95% complete. Program has been received from National Safety Council. Met with MCDOT Construction and Maintenance management to review materials and are currently developing additional training and classroom materials. Acquired a list of participants to be scheduled from MCDOT. Training with MCDOT for May 1999.
4. Plan and conduct the Fifth Annual Maricopa County Safety Fair.	<ul style="list-style-type: none"> 100% complete. 754 attendees at the training sessions. Have begun planning for Safety Fair 2000 to be held January 25th, 26th & 27th.
5. Develop a Maricopa County Safety Report.	<ul style="list-style-type: none"> Ongoing. Continuing the Public Works Monthly Safety Report. MCDOT-ITC is currently developing a new software program to produce reports for all Maricopa County. Schedule date to be operational is mid April 1999. Program will generate both tabular and graphical reports.
6. Develop a Maricopa County Internet homepage for the dissemination of safety information to all County departments.	<ul style="list-style-type: none"> 100% complete of project for the Maricopa County Intranet. See ebc.maricopa.gov – Safety Zone page. All employees with access to a browser can access current safety information. Working with MCDOT-ITC to publish our own homepage for distribution over the Internet to share information with other agencies. (99% complete)
7. Develop and implement a Customer satisfaction Survey	<ul style="list-style-type: none"> 50% complete. Currently reviewing questions for survey, involving various supervisors for their input.
8. Continue the monthly electronic Safety Bulletins designed to provide topics for presentation by supervisors during tailgate meetings.	<ul style="list-style-type: none"> Ongoing. Began Bi-monthly safety bulletins in August 1997 for distribution through the electronic mail system. Second Quarter we published six (6) safety bulletins on a variety of safety subjects in the first quarter. Safety Bulletins can be viewed on the Safety Zone web page site at ebc.maricopa.gov.
9. Update training library & resource center.	<ul style="list-style-type: none"> Progressing. Developed a tracking system for supervisors to optimize their utilization of resources. New focus will be on the development of "Off The Shelf" packages that contain all necessary training and resource materials to allow supervisor to conduct training at their facilities.
10. Establish an Executive Safety Committee	<ul style="list-style-type: none"> Progressing. Continuing the process of rewriting the existing accident review board policy into a county executive safety committee to identify from a management perspective on workplace safety issues.
11. Establish a County wide Employee Safety Handbook	<ul style="list-style-type: none"> 35% complete. Contacted other agencies to compare with their programs. Meeting with various supervisors to gain their input on form, content, etc.

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<p>Other activities and accomplishments:</p> <ul style="list-style-type: none"> a. Intergovernmental Agreement with Pinal County for CDL & Heavy Equipment Training. b. Continuing instructing the Safety segment of the Maricopa County Management Institute c. Provided Defensive Driving training for SRP in exchange for the providing training to County personnel d. Tristar e. County Administration policy regarding evacuation procedures. f. Employee recognition 	<ul style="list-style-type: none"> a. Have received reimbursement from Pinal County for the first training session. Working with William Hughes, Pinal County in scheduling training events for the rest of FY 99. b. Instruct for the Maricopa County Management Institute "Supervisors Responsibilities for Safety". Continuing process, bringing the concept of safety culture into activities for management and supervision. Have instructed at all Supervisors MCMI classes to date. Now conducting MCMI Workplace Violence Training segments. c. Provided Defensive driving training to SRP employees. In exchange SRP will provide Maricopa County employees training sessions on electrical safety and Blue Staking procedures as part of Safety Fair in January 2000. d. Working with Mark McMeans and JoAnne Woods. Tristar will enter in their database 101 information regarding: first aid cases, light duty and non-compensable time off. This will allow our office to generate more meaningful reports. e. Currently revising and will submit for approval by end of fiscal year. f. Have established safety category as part of the MCDOT Employee Recognition Program to increase awareness of safety and to recognize outstanding achievements.
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